



# MILL AND CABINET SUPERVISOR

## OPEN SPOT EXAMINATION

CALIFORNIA STATE GOVERNMENT: EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

*IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.*

**SPOT FOR** Yolo County - Indicate this location on your application. The California Highway Patrol has opened testing to establish an employment list for Yolo County.

Position exists in Yolo County.

**FINAL FILING DATE** **May 21, 2009**

Applications (STD. 678, Rev. 12-06) must be **POSTMARKED** no later than the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing date will not be accepted for any reason. Submit applications to:

California Highway Patrol  
Selection Standards and Examinations Unit  
P. O. Box 942898  
Sacramento, CA 94298-0001

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

**SPECIAL TESTING  
ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box in item number 2 of the application. You will be contacted to make specific arrangements.

**NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.**

**QUALIFICATIONS  
APPRAISAL INTERVIEW**

It is anticipated that interviews will be held during June/July 2009.

**SALARY RANGE**

\$4013 - \$4402

This is an open examination. Career credits do not apply.

**ELIGIBLE LIST  
INFORMATION**

A departmental eligible list will be established for the California Highway Patrol. This list will be abolished 48 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. Please note that the list can be abolished any time after 12 months based on the needs of the service.

**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION**

**NOTE: All applicants must meet the experience and/or education requirements for this examination by the final filing date.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

### **Either I**

Experience: Two years of varied experience as a journey mill and cabinet worker; and completion of a recognized apprenticeship in mill and cabinet work.

### **Or II**

Experience: Five years of varied experience as a journey mill and cabinet worker; and

Education: Equivalent to completion of the eighth grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**THE POSITION**

A Mill and Cabinet Supervisor, under direction, supervises and works with a group of mill and cabinet workers and helpers engaged in mill and cabinet work. Typical tasks would include planning, laying out, directing, and inspecting the work of a crew of mill and cabinet workers and helpers engaged in the operation of planers, stickers, joiners, power saws, lathes, shapers, matchers, mortising machines, and other woodworking machinery and tools used in mill and cabinet work; making rough sketches and estimating the cost of mill and cabinet jobs; selecting materials and equipment; supervising the storage of materials and the care and maintenance of equipment; demonstrating the best methods of doing mill and cabinet work, and ensuring that work is carried out according to plans and specifications and is properly correlated with other trades; keeping records and making reports; instructing and leading skilled and unskilled assistants; and performing other related duties.

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**MILL AND CABINET SUPERVISOR**

**PN90 - 6482**

**9HP18**

**BULLETIN RELEASE DATE: April 23, 2009**

**FINAL FILING DATE: May 21, 2009**

**LOCATION: Yolo County**

(REV 4-09)

## EXAMINATION INFORMATION

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **Competitors who do not appear for the interview will be disqualified.**

### Qualifications Appraisal Interview Only - Weighted 100%

#### Scope:

In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively relative to job demands, each competitor's:

#### A. Knowledge of:

1. Principles, methods, and materials used in mill and cabinet work including recognized safety practices.
2. Equipment and tools used in mill and cabinet work and skill in their use and care.
3. Standard wood moldings.
4. Grades of lumber.
5. Principles and practices of supervision.
6. Equal Employment Opportunity Program objectives.
7. A supervisor's role in the Equal Employment Opportunity Program.

#### B. Ability to:

1. Select proper lumber and to cut and shape it to the best advantage.
2. Plan, lay out, inspect, and direct the work of a crew of mill and cabinet workers and helpers.
3. Prepare rough sketches of mill and cabinet work projects and make estimates of material and labor costs.
4. Work from plans and specifications.
5. Select proper material and equipment.
6. Keep records and make reports.
7. Follow oral and written directions.
8. Analyze situations accurately and adopt an effective course of action.
9. Effectively contribute to the Department's Equal Employment Opportunity objectives.

**Veterans preference** credit will not be granted in this examination since it does not qualify as an entrance examination under the law.

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## HIRING INFORMATION

**Background Investigation:** The California Highway Patrol conducts a background investigation to determine the competitor's suitability for employment. Information collected for a background investigation after the examination is distinct from that required on the standard application (STD. 678, Rev. 12-06) which is completed prior to the examination. You may be required to divulge conviction information on the background investigation form that is not required of you when completing the STD. 678. Fingerprints of competitors are also taken as part of the background investigation.

## GENERAL INFORMATION

It is the competitor's responsibility to contact the California Highway Patrol, Examinations, telephone (916) 375-2535, three weeks after the final filing date if he/she has not received a progress notice.

If a competitor's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications (STD. 678, Rev. 12-06) for open and promotional examinations are available from the California Highway Patrol, local offices of the Employment Development Department, the State Personnel Board (SPB), and the SPB website at [www.spb.ca.gov](http://www.spb.ca.gov).

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all competitors who pass will be ranked according to their scores.

The **California Highway Patrol** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**Interview Location(s):** It is anticipated that interviews will be scheduled in West Sacramento.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.

**Interview Scope:** In addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the competitor's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a competitor's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

The **California Relay Service** enables a person with a Telecommunications Device for the Deaf (TDD) to communicate over telephone lines with another person who does not have a TDD. To use the California Relay Service, call the following: if you have a TDD, 1-800-735-2929; if you do not have a TDD, call 1-800-735-2922.